

APPLICATION

DDI Advancement Opportunities Program

I. Name _____ DOB _____ EOD _____

Present Position _____ Office _____ Ext _____

Supervisor _____ Ext _____

II. Education

A. Formal education:

B. Are you presently enrolled in a college course? _____

What course? _____ Where? _____

C. Are you willing to continue your education? _____

III. Position applying for _____

Office _____

What experience, if any, have you had which would be useful in this assignment? Please elaborate, using back of application if necessary.

Position No. 6 Computer Programmer Trainee CRS GS-07/09

Job Description:

Incumbent to train for subsequent assignment as Digital Computer Programmer. Training program will consist of attending several formal programming courses interspersed with independent study projects and short on-the-job training assignments in various data processing related positions. Candidates should expect to spend 18 to 24 months as a trainee. Continuance in program and term of training dependent on individual achievement and performance.

Subsequent duties as computer programmer will include participating in the design, development and implementation of computer based systems. Advanced programmers lead teams in systems analysis and project development.

Qualifications:

Candidates for this position should:

- a. Have a strong interest in information processing, computing and automation, or data processing.
- b. Have a better-than-average ability in oral and written communications.
- c. Successfully complete the Aptitude Assessment Battery: Programming test.
- d. Show evidence of readiness for sustained training of a technical nature.

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NOTICE NO.
LN 20-155LN 20-155
PERSONNEL
13-December 1974

Project "PACE"

1. An upward mobility program has been established for the Office of Logistics (OL). It will be known as Project "PACE."

2. The objective of Project "PACE" will be to provide experience and training opportunities for deserving OL careerists who are now locked into an occupational series which does not enable them to realize their full work potential or qualify for pre- or paraprofessional careers. Selection for this program will be based on an individual's interest, ability, initiative, supervisory recommendations, and need for the opportunity. It is open to all OL careerists regardless of whether they are General Schedule, contract, GP, Wage Board, male, or female.

3. Ten positions have been established as part of Project "PACE," positions which will provide individuals with job-development opportunities. For the first year of the program, the individual will be assigned to the division's development complement in a training status. During this time, s/he will be given both on-the-job training (OJT), tutoring by the supervisor or fellow employees, and selected formal training. The initial training period will be 1 year; but, based on individual need, an extension or modification of the training period may be necessary.

4. The 10 positions are:

Supply Asst	GS-07	CCDB/SD
Supply Asst	GS-06	CD/SD
Supply Asst-Editor	GS-07	SMB/SD
Procurement Agent	GS-07	GPB/PD
Supply Asst	GS-07	PSD
Info Control Clk-Sup	GS-06	PSD
Info Control Clk-Typ	GS-06	RECD
Info Control Clk	GS-06	O-EO/R&SB
Supply Asst	GS-07	BSB/LSD
Adm Services Spec	GS-07	SM&FB/LSD

5. To administer Project "PACE," I have established a working group consisting of three OL careerists: [REDACTED] Chairman, Supply Division (SD); [REDACTED] Procurement Division; and [REDACTED] SD. [REDACTED] Personnel and Training Staff, is the advisor/recorder.

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APPLICATION FOR PROJECT "PACE"

TO : Working Group

FROM:

Description of Vacancy:

Position Title:

Grade:

Component:

* * * * *

Nominee's Name:

Age:

Present Position:

Grade:

Reason for vacancy application:

Signature: _____ Date: _____

Extension: _____

* * * * *

Working Group Action:

Sample

POSITION TITLE: Supply Assistant

GRADE: GS-07

POSITION NO: 2119

COMPONENT/LOCATION: Supply Division, Central Control and Distribution Branch,
1132 Ames Building

JOB DESCRIPTION:

Incumbent will initiate requisitions for request received in memorandum or cable format and expedite urgent and priority requirements. You will be responsible for accounting for voucher numbers used in the supply system and all statistical reports required for the Branch weekly, monthly, and ad hoc reports. The person filling this position must learn the data analysis function in the Branch to serve as a backup during absences of that individual. The incumbent is designated as the alternate to pick up mail from the OL covert post office box in the absence of the regular courier.

The Data Analysis position for which you will be the alternate is responsible for coding receiving reports with the proper transaction code for computer input, reviewing all documents for correctness and legibility, and responding to all Office of Finance inquiries concerning discrepancies in the general ledger accounts. These inquiries will require preparation of adjustment documents after review of the official voucher files. Also, action will be taken on all budget matters concerning FAN numbers, price differences, and allocation and transaction codes.

QUALIFICATIONS:

The incumbent should understand the Agency finance system of accounts, the Agency property accountability procedures, and the supply systems. The individual must be capable of typing, filing, and working under the pressure of short deadlines. Good telephone manners are essential since you will be dealing with all levels of Agency management. Some statistical experience is desirable but not mandatory.

FORMAL TRAINING:

- GIMS II
- Field Administration (Logistics portion)
- Trends and Highlights
- EDP Orientation
- Fundamentals of Supervision and Management

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION
NO. 20-14

PERSONNEL
26 March 1974

DIRECTOR'S OPPORTUNITY POSITION PROGRAM

1. The Director's Opportunity Position Program was established to provide deserving disadvantaged, non-professional NPIC employees the experience and training needed to qualify for professional or technical careers. Selection is based on an individual's interest, ability, and need for special opportunity and training. The Program is administered by the Director's Opportunity Panel.

2. The following procedures will be implemented with the next group of vacancies:

A. IDENTIFICATION OF OPPORTUNITY POSITIONS

The Director's Opportunity Panel will call upon each Group and Staff, one or more times each year, to designate the number and type of opportunity positions the Group or Staff will make available for the Opportunity Position Program. The Director's Opportunity Panel will review the nominations of opportunity positions, to insure that they are in fields with future advancement potential.

B. ADVERTISEMENT OF VACANCIES

Opportunity positions will be advertised throughout NPIC. In some cases, a one- or two-day workshop will be made available for those interested in an orientation to a job prior to application.

C. EVALUATION OF APPLICANTS

The immediate supervisor of each applicant will prepare a written summary of the individual's potential and qualifications. This evaluation should address advancement potential and need not relate specifically to the job for which the individual is applying. The evaluation will discuss the professional potential of individuals in terms of one of four categories which are similar to the numerical ratings of the Competitive Evaluation Rating (CER) system.

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1. The individual possesses professional qualities or proven skills;
2. The individual shows promise of professional or skill development;
3. The individual's potential is difficult to judge, based on current level of job skills or education;
4. The individual has limited professional potential as regards a professional career at NPIC.

D. DEVELOPMENT PLANS

For individuals who fall into the third and fourth categories, the applicant's supervisor will prepare a brief plan with the individual. This plan is designed to insure that the individual is aware of existing shortcomings and to prepare him or her for future advancement opportunities. The plan should address counseling or specific training which will be undertaken. In the case of those individuals in the fourth evaluation category, counseling may include consideration of careers outside of NPIC.

E. DIRECTOR'S OPPORTUNITY PANEL REVIEW

Applications, along with evaluations and development plans, will go through normal channels to the Director's Opportunity Panel for review. Panel members will add any comments they feel appropriate. For example, they may recommend that an applicant with unusually high qualifications (such as those in Evaluation Category 1) not be considered under this Program but be referred to the Career Development Office.

F. SELECTION

The entire package will be sent to the selecting supervisors for interviews and selection decisions. These decisions will be approved by the appropriate Group or Staff Chief. The package will then be returned to the Director's Opportunity Panel.

G. FOLLOW-UP ACTION

1. Initial Assignment - Trainees will be assigned to the Center's Development Complement while in a training status. During this time the hiring office will pay their salaries and training costs.

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2. Training Plan - Within ten days after the trainee begins the new position, the supervisor will, in consultation with the employee, prepare a tailored training plan which should reflect the nature, content, and extent of the training anticipated during the year. The supervisor is welcome to use the assistance of the Panel and its advisors in preparing the plan. Upon completion of the plan, the supervisor will be prepared to discuss his plan with the Panel. The Panel hopes to benefit by keeping abreast of the training approaches and techniques used throughout the Opportunity Program.

3. Initial Training Period - The initial training period will be one year. But because of the nature of each training discipline, and based on individual need, an extension or modification of this period may be necessary. This, however, will be considered on an individual basis, upon completion of the first year of training.

4. Supervisor's Quarterly Progress Report - Trainee supervisors will be required to prepare a written progress report every three months. This report should include an evaluation of the trainee's capability of fulfilling the program. Upon completion of each report, the supervisor will discuss its contents with the trainee and send a copy to the Chairman, Opportunity Panel.

5. Panel Quarterly Conference with Supervisor - After completion of the Quarterly Progress Report, each trainee's supervisor will meet with the Panel to discuss the trainee's progress, changes in Training Plan, problems encountered, etc. It is hoped that through this medium benefits mutually profitable to the supervisor and Panel will result.

6. Panel Quarterly Conference with Trainee - After the supervisor has completed and discussed the Quarterly Progress Report with the trainee, the Panel will meet with the trainee. This will provide the Panel and trainee the opportunity to discuss topics of mutual benefit and concern which can be used to improve the Opportunity Program.

7. Promotion Eligibility for Trainees - Trainees are to be considered for promotion during their training periods based upon the same criteria applicable to other NPIC employees--i.e., job performance, competitive evaluation, and time-in-grade. Supervisors will evaluate the overall performance and potential of trainees and submit promotion recommendations through normal administrative channels, whenever warranted.

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8. Termination of Training - If, for some reason, it becomes necessary to terminate training because it appears unprofitable, then the trainee will be reassigned. The reassignment need not, however, be the same one he/she occupied before becoming a trainee.

9. Upon satisfactory completion of the approved training program, the trainee will be permanently assigned in his new office.

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JOHN J. HICKS

Director

National Photographic Interpretation Center

Distribution: NPIC Employees